

LEARNING MANAGEMENT SYSTEM INSTRUCTIONS

A. Log into the system

- a. From the Internet Explorer screen type: <http://dhmh.md.gov/lms/>
- b. Press the **Start** button
- c. Enter your id into the **User ID** field with this format - 1111MMYYFL – where 1111 = last 4 digits of your social security number, MM = 2 digits of your hire month, YY = 2 digits of your hire year, F = first initial of your first name, and L = first initial of your last name. Click the **Login** button.
- d. The first time you log into the system you won't enter a password; just click on the **Logon** button. On the following screen, type a new password into the **New Password** and **Repeat New Password** fields. The password must be between 4 – 8 characters.
- e. All other times you enter the system, you must enter your logon id and password.

B. Get information about your coursework

- a. Click on the **My Learner** button near the top left of the page.
- b. Click on any of the buttons on the left side of the screen:
 - i. My In-Progress Training – shows the status of any online courses already begun
 - ii. My Schedule – shows which courses you're scheduled to take
 - iii. My Plan – shows what courses you need to take; a Status of **OK** for any course means that the course has been completed
 - iv. My History – shows what courses you have taken
 - v. My Mail – lists any mail that is sent to your account

C. Taking a mandatory online course

- a. Click on the **My Learner** button near the top left of the page.
- b. Click on the **My Plan** button on the middle left side of the page.
- c. Click on the **Start** button in the **Action** column for the course you want to begin.
- d. After the Course Description screen appears, click on the **Start** button on the left side of the screen.
- e. The course description page shows the course name, description, and lessons included in the course. It also shows whether a lesson is required. This means that if a lesson is required, you won't be able to take the subsequent one until the previous one has been completed.
- f. Click on the **Start** button.
- g. In the **Action** column, click the **Start** link for the first lesson; usually this is the pre test.
- h. When you have completed the course content lesson, be sure to click the **Credit** button; if you don't do this, you won't be able to take the post test, if there is one.
- i. Follow all of the online instructions until you have completed the course.
- j. You may logout at any time by clicking the **Logout** button near the top of the screen.

D. Taking any online course

- a. For online courses not already listed in your plan, you can enroll and take them yourself without having your registration coordinator register you.
- b. Click on the **Search** button near the top of the screen.
- c. Choose Online in the **Media** box by clicking on the down arrow.
- d. Type **dhmh** in the **Search Expression** field.
- e. Click on the Search button.
- f. All online courses will appear. Click on the course you're interested in.
- g. The course description screen appears.
- h. Click on the **Start** button to begin the course.

E. Change your password or edit profile

- a. Click on the **Utilities** button near the top of the page.
- b. Click on the **Change your password** option.
- c. Enter your current password; then enter a new password in the appropriate fields.
- d. Click the **Submit** button.
- e. Click the **Edit Profile** button to change any of fields in your profile, i.e. phone, email, etc.

F. Print reports about your training

- a. The Training Summary and Student Detail reports will be the most commonly used reports.
- b. After selecting the report, select the appropriate option in the **Date** field, and click the **Run Report** button at the bottom of the page.

G. Logging Off

- a. When you need to log off, click the **Logoff** button near the top of the page.